

Tennessee Department of Human Services

Division of Adult and Family Services

DHS Senior Level Program Director

The Tennessee Department of Human Services is announcing a vacancy in the Division of Adult and Family Services for a DHS Program Director 4 Position. The vacancy is responsible for providing state office program direction, supervision, technical assistance and leadership within the APS Program, Low Income Home Energy Assistance Program (LIHEAP), the Community Services Block Grant, and the Social Services Block Grant. Administration of these programs requires the management of approximately 230 professional and support level positions state-wide as well as oversight of the APS case management computer system.

The Program Director reports to the Assistant Commissioner of Adult and Family Services and is responsible for all aspects of programs and field operations. This includes administrative responsibilities ranging from policy and procedure formulation, evaluation, and implementation; program planning and evaluation; direction of new initiatives and programs; review and analysis of legislation as it pertains to the APS program; approving expenditures of grant monies; and serving as a mentor for the professional growth of APS staff, as well as to guide efforts to ensure vulnerable adults are protected to the greatest extent possible.

A candidate must possess strength in strategic thinking, program administration, and process design/implementation; possess a strong sense of self and confidence in his or her abilities; and provide sound counsel through staff coaching/development. The department is seeking a candidate with a proven ability to forge strong relationships with staff, the general public, and community partners. The candidate must maintain a focus on continuous quality improvement, be performance driven, provide a rapid response when problem solving, and manage staff relationships in such a way to promote individual and professional growth amongst the team.

This is an executive service position. Salary flexible depending on experience..

To be eligible to apply for this position an applicant:

- Must possess a Bachelor's degree in a social sciences field such as social work, psychology, public administration, etc. However, a Master's degree in the same is preferred.
- Must be able to demonstrate the ability to foster teamwork and progress toward a stated vision with a large scale workforce.
- Must have exceptional writing and verbal skills, including presentation and public speaking skills.
- Must possess a strong emotional intelligence that aids in successful interpersonal/professional relationship.

Interested applicants, please email your resume and a cover letter to Jobs.DHS@tn.gov by November 2, 2012.

Pursuant to the State of Tennessee's policy of nondiscrimination, The State of Tennessee Department of Human Services does not discriminate based on race, sex, religion, color, creed, pregnancy, national or ethnic origin, age, disability, or military services in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.